Approved For Release 2006/04/13 : CIA-RDP70-00211R000900270012-9

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH: JANUARY 1959

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (*Items 2 through 10 in cubic feet*)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (*Number*)	73	699	
2. RECORDS ACCESSIONED	757	5,435	40,935
3. RECORDS DISPOSED OF AT CENTER	492	1,539	4,487
4. RECORDS TRANSFERRED FROM CENTER	4	535	8,343
5. RECORDS HOLDINGS	28,105		
6. DISTRIBUTION MATERIAL RECEIVED	201	1,991	23,803
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	105	608	6,403
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	70	395	4,116
9. DISTRIBUTION MATERIAL HOLDINGS	*13,284		
10. TOTAL HOLDINGS	41,390		

II. REFERENCE SERVICES

SERVICE (*Number*)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	1,819	8,777	62,799
12. INFORMATIONAL REQUESTS	286	2,072	7,268
13. INFORMATION REPORTS	22	1,114	
14. INTELLIGENCE REPORTS	5,053	30,640	
15. ADMINISTRATIVE ISSUANCES	394	6,492	
16. TOTAL	7,574	49,095	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (*Number*)	REPORTING PERIOD	FISCAL YEAR TO DATE
17. INTELLIGENCE REPORTS		
A. INITIAL RECEIPT	19,407	120,105
B. RETURNS	3,363	24,301
18. ADMINISTRATIVE ISSUANCES	1,783	19,187
19. TOTAL	24,553	163,593

IV. REPRODUCTION SERVICES

PROCESS (*No. of pages*)	REPORTING PERIOD	FISCAL YEAR TO DATE
20. OZALID	89	4,419
21. PHOTOCOPY	5	679
22. DITTO	0	311
23. TOTAL	94	5,409

V. SHELVING UTILIZATION

SPACE (*Cubic feet*)	REPORTING PERIOD
24. TOTAL CAPACITY	72,060
25. UTILIZED	41,390
26. COMMITTED	8,469
27. AVAILABLE	22,201

FORM NO. 1 MAR 57 490j

*Includes 1,253 cubic feet of VA Records at Mare Island

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